Classified Job Description

Skokie School District 68

Title: District Health Services Coordinator / Licensed Registered Nurse

Reports to: Principal / Director of Student Services (for District Responsibilities)

Summary of Position

Arrange first aid, CPR and other health-related training for District personnel and other screening programs. Keep health clerks informed and updated on health services procedures. Provide first aid and emergency treatment for injuries and illnesses to Old Orchard students and employees.

Essential Duties and Responsibilities

District Responsibilities Include:

- Coordinate/conduct annual first aid, CPR and AED and other health related training for designated staff and maintain training records.
- Make arrangements for vision/hearing screening District-wide.
- Order health supplies.
- Participates and assists in the development of health related policies and procedures in compliance with state mandates and current health practices.
- Attends and participates in students' individualized education meetings.
- Conducts medical histories for student referred for case study evaluations.
- Completes necessary local and state paperwork related to vision/hearing screenings, immunization records, physical records, dental records and other pertinent health data.
- Informs all relevant staff of students' medical concerns and conditions in accordance to HIPPA requirements.
- Informs District 68 Health Clerks on updated health service procedures.
- Compile district-wide monthly reports of student incident reports.
- Communicate with local and state public health agencies.
- Develop Individual Health Care Plans for students requiring nursing interventions during the school day and for students with chronic illnesses (asthma, allergies, seizures).
- Assist teachers with health-related classroom instruction based on state guidelines.
- Acts as a district resource/consultant for staff members regarding health related issues of students.
- Establishes a communicable disease and central program in cooperation with local and state public health agencies.
- Prepares and issues notification to school officials and parents of possible exposure to contagious diseases and conditions.
- Collaborates with district staff in providing diagnostic screenings as needed.
- Effectively communicates with parents, staff and supervisor regarding pertinent health issues/medical conditions and documents these communicators.
- Communicates and implements approved medication policies and procedures.
- Monitors chronic physical health conditions of students.
- Maintains confidentiality.
- Administer first aide and needed care for students.
- Document staff and student injuries utilizing appropriate forms and procedures.
- Collaborates and assists District 68 health clerks with medical issues and health related questions concerning special education population.

School Responsibilities Include

- Monitor the student absence line and keep attendance records
- Provide first aid and emergency treatment for injuries and illnesses to OOJH students and employees
- Monitor administration of approved medications to students
- Maintain daily record of student contacts and disposition.
- Counsel students on health questions brought to health office
- Maintain files of student's health records and prepare lists of student health problems for staff
- Contact parents regarding health records, pupil illnesses and insurance procedures
- Perform visual, hearing, and scoliosis screening and head lice checks and make referrals to appropriate agencies as needed
- Prepare and distribute health-related communications to staff and parents
- Communicate with the Village of Skokie Health Department as necessary and complete required reports
- Perform other duties as assigned by the Principal or Director of Student Services

Key Success Factors

- Organized
- Self-starter
- Team Player
- Is flexible and knows how to prioritize
- Has a positive attitude and understands the importance of providing excellent customer service

Job Qualifications

- A valid Illinois Professional Educator's License in School Nursing
- A current RN Licensure
- CPR/AED certified

Terms of Employment

- Working Calendar/Salary Grade: 190 Working Days – Salary Range: $52,000 - $70,000 (dependent on experience)
- Eligible for Benefits: Yes